

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**COURT SERVICES ANALYST
(Court Interpreter Program)
Position #0200**

Under the direction of Assistant Court Administrator of Judicial Programs & Services Division, this position coordinates statewide certification of court interpreters, oversees testing of applicants for certifications, in accordance with State Court Administrator guidelines and the Consortium for State Court Interpreting requirements; coordinates training workshops and other training sessions as needed; maintains records of all applicants and certifies interpreters; staffs and coordinates the Interpreter Program Advisory Committee and the Judicial Council's Language Access Committee; and implements Supreme Court directed projects and guidance related to the expansion of language access in Nevada's trial courts.

This position will be based in Carson City or Las Vegas at the discretion of the Assistant Court Administrator.

Education and Experience

Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, one year of which was equivalent to a Court Services Analyst I in Judicial Branch service; **OR** an equivalent combination of education and experience.

Salary range: \$45,560 - \$67,692 DOE, employee/employer paid retirement.

Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance and budget approval.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume.

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: courtservices@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, December 19, 2014. Applications received after 5:00 pm, will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.